United States Department of Agriculture

NRCS Natural Resources Conservation Service

P.O. Box 2890
Washington, D.C.
20013

SOP Title: IT Resources Acquisition and Related Technologies	**July 12, 2005**
Deputy Area/Division: Deputy Chief for Management, Information Technology Division	
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1. Purpose:

To provide the Standard Operating Procedure (SOP) for requesting the acquisition of IT resources and related technologies.

2. Scope:

This SOP will be followed by employees when requesting assistance acquiring IT resources and related technologies.

3. Outline of Procedure:

4.1 Description of Services
4.2 Preparing and Submitting Requests

4. Specific Procedures:

4.1 Description of Services

A. Technical Approval (TA) is the authority granted by the Chief Information Officer to procure IT resources. This authority is granted in accordance with Departmental Regulations.

B. IT resources include commonly known items as computers, printers, plotters, and software.

C. Related technologies include hand-held recorders, electronic surveying devises, stand–alone or remote data collection devices, cameras, and global positioning systems (GPS).

D. Deployment is concluded when the procured IT resource is set up, tested, and functioning within normal parameters. This will be accomplished with the support of USDA, Information Technology Services (ITS).

E. Accountability includes completing all steps of the acquisition process and documenting serial number and other identifying information after equipment is procured and deployed.

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4.2 Preparing and Submitting Request

Responsibilities of the Requestor:

A.   Prepare a written request that includes the following:

      1.   Name of requestor and location.

      2.   Type of equipment or IT resource being requested.

      3.   Purpose and use of equipment.

      4.   Justification.

      5.   Date when equipment or IT resource is needed.

      6.   Appropriate supervisory approval.

      7.   Quantity, cost, and contract source.

B.   Submit requests by e–mail to Jon.Hayward@wdc.usda.gov or fax to (301) 504-2263 for NHQ employees. State and Center employees should submit requests to Steve.Webber@itc.usda.gov or fax to (970) 295-5414.

Responsibilities of NRCS ITD and USDA ITS staff:

C.   Review requests to ensure compliance with Common Computing Environment (CCE).

D.   Issue TA to begin acquisition process.

E.   Notify the requestor about request status within 7 business days of receipt.

5. Technical Contact:

/s/ Jon K. Hayward for	7/11/05

Approved By: Steve Webber   Date
Technical Approval Officer, Information Technology Division

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/s/ Anita K. Byrd for	6/22/05

Approved By: Elizabeth Pigg   Date
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/s/	6/22/05

Approved By: Mary Thomas, Chief Information Officer   Date
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